

Answer to Counterclaim, Cross-claim, 3rd Party Complaint

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Answers...**
- STEP 3.** Click on **Complaint, 3rd, cross, counter.**
- STEP 4.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNN format.
 - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the Party: (3rd Party Defendant; Cross-Defendant; Counter Defendant).
 - ☐ Click **Next**.
- STEP 6.** Check (☒) the box linking to the Complaint.
- ☐ Click **Next**.
- STEP 7.** The next screen asks 3 questions:
- Does this filing include a **third-party** complaint? (If yes, click on the box)
- Does this filing include a **cross-claim**? (If yes, click on the box)
- Does this filing include a **counterclaim**? (If yes, click on the box)
- If any of the above apply, click the appropriate box(es).
- STEP 8.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.
 - ☐ Click **Next** again (if you did not check a box in **STEP 7**) proceed to **STEP 11..**
 - ☐ If a box was checked, proceed to **STEP 9.**

STEP 9. If you selected a **third-party complaint, cross-claim** or **counterclaim** in **STEP 7**, select the party against whom the **third-party complaint, cross-claim** or **counterclaim** is filed.

☐ Click **Next**.

STEP 10. The **Docket Text: Modify as Appropriate** screen displays.

☐ Use the drop down list to select any extra information that may be required to complete the docket text or leave blank.

☐ Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.

STEP 12. The **Notice of Electronic Filing** screen displays.